

City of Gardner Position Description

ACCOUNTANT

Position Title: Accountant
Department: Finance – Accounting Services Division
Reports To: Accounting Manager
Salary Range: 4
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: June 11, 2007

Job Summary:

The Accountant applies accounting skills in reviewing and facilitating the processing of accounts payable, accounts receivable, cash receipts, payroll, fixed assets, capital projects, and cash flows.

Job Scope:

Duties are performed with a substantial degree of independence within the framework of prescribed policies and procedures. Employee does not have supervisory responsibility for subordinate personnel.

Essential Duties and Responsibilities:

- Maintains a variety of financial records and prepares statistical and financial reports and statements.
- Assists with annual audit and preparation of the Comprehensive Annual Financial Report.
- Performs internal reconciliations and audits of City funds and capital projects.
- Prepares daily bank deposits and maintains appropriate records.
- Prepares cash receipts posting, balancing, and reconciling receipts to the General Ledger Accounts, including credit card and other forms of e-commerce payments.
- Completes monthly bank reconciliation.
- Processes grant and loan draw requests and maintains related records and spreadsheets.
- Maintains special assessment records.
- Summarizes revenues, expenditures and fund balances as required.
- Reviews the preparation of monthly, quarterly, and yearly payroll tax filings and reports.
- Prepares, maintains, and distributes other management payroll reports as needed.
- Participates in quarterly and year-end reporting.
- Prepares and maintains accounts receivable transactions.
- Distributes, maintains, and reconciles the petty cash account.
- Performs special projects as assigned by the Accounting Manager.
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

Bachelor's degree in accounting, finance, public administration, business administration or related field with a minimum of two (2) years experience in a municipal government finance position or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Skills, Knowledge and Abilities:

Knowledge of modern governmental accounting theory, principles, and practices and considerable knowledge of internal control procedures and fiscal planning. Knowledge of HTE software. Ability to prepare and analyze complex financial reports. Ability to organize and prioritize multiple tasks. Proficiency in the use of a personal computer. Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others. Ability to communicate clearly and concisely, orally and in writing, and to maintain effective working relationships with superiors, other employees, city elected and appointed officials, and the general public.

Tools and Equipment Used:

Personal computer including word processing and spreadsheet applications; network computer system operating integrated accounting, utility billing and payroll software; telephone; copier; and facsimile.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 20 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.